

UNITED STATES BANKRUPTCY COURT
District of Colorado
721 19th Street
Denver, Colorado 80202

EMPLOYMENT OPPORTUNITY

Position Title: **TEMPORARY LEGAL RESEARCH ASSISTANT/
COURTROOM DEPUTY**

Announcement Number: 03-BK-04

Open Until Filled.

Position Ends: September 30, 2003

Judicial Salary Plan Grade: CPS 27-28*

Starting Salary Range: \$39,435 - \$76,882*

*Starting salary will be commensurate with qualifications and experience.

This position is for a Temporary Legal Research Assistant/Courtroom Deputy. This position is located in the U.S. Bankruptcy Court, Denver, Colorado. The individual selected for this position will be primarily responsible for assisting several of the Bankruptcy Judges with research, writing legal memoranda, case analysis, drafting opinions and miscellaneous case materials. It may include work in all chapters of bankruptcy, as well as commercial, corporate and business law issues.

QUALIFICATIONS:

Must be a graduate from an accredited law school. Must have excellent academic credits as well as excellent research, writing and demonstrated research skills.

DESIRABLE QUALIFICATIONS:

- *Detail oriented.
- *PC knowledgeable.
- *Mature, responsible, reliable and organized.
- *The ability to take initiative and work in a self-directed team environment.
- *Excellent oral communication, written communication and analytical skills.
- *Professional demeanor.
- *Possess an understanding of court processes and procedure.
- *Bankruptcy or commercial law practice experience is preferred.

Apply by submitting *cover letter*, *writing sample* and *resume* to:

Human Resources Division
District of Colorado
Announcement 03-BK-04
721 - 19th Street,
Rm. 129
Denver CO 80202-2508

Information for Applicants

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This position is subject to mandatory participation for payment of net pay (i.e. Direct Deposit). The U.S. Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Due to the volume of applications received, the Court will only communicate to those individuals who will be interviewed for open positions. If you are not notified by us, another candidate within the recruitment with either more experience or higher qualifications was selected.

The selected applicant will be subject to a one-year introductory (probationary) period of "AT WILL" employment and will be subject to "AT WILL" employment thereafter. A knowledge/skills/abilities assessment may be required of applicants considered for interviews.

Equal Opportunity Employer